



Second District Court of Appeal

ADMINISTRATIVE ASSISTANT II

Open until filled.

POSITION TITLE: Administrative Assistant II (Fiscal Operations)

POSITION NUMBER: 011183

SALARY: \$3,379.12 monthly (State employees anticipate a 5% increase on July 1).

LOCATION: *Tampa / St. Petersburg

*The court's interim headquarters is in downtown Tampa, pending the completion of a new courthouse in downtown St. Petersburg in 2025.

EDUCATION: AA degree and two years of related experience, additional years of
& EXPERIENCE experience may substitute on a year-for-year basis for education.

KNOWLEDGE, SKILLS, AND ABILITIES:

- This is a professional support position within the marshal's office. The marshal's office provides the court with administrative, fiscal, and operational support services for the court.
- Monitors financial actions, audits and submits invoices for payment, processes travel reimbursement requests; manages purchasing transactions, such as ordering office supplies and equipment, using state purchasing card and/or My Florida Market Place.
- Sets up and maintains files, books, and records, and provides database updates as required. Gathers and maintains information/data to support periodic and special reports. Collect and analyze data for statistical reports; assist in conducting surveys. Maintains court inventory records, including tagging, verifying, and updating.
- Knowledge of generally accepted accounting/bookkeeping principles, and a working knowledge of general office practices and procedures. **Demonstrated proficiency in computer applications (Word, Excel, Outlook, and Acrobat) is required.**
- The position requires initiative, concentration, strong organizational skills, careful attention to detail, and the ability to creatively adjust to various changing workflow demands. Professional verbal and written communication skills are essential.

BENEFITS: A comprehensive selection of State of Florida employee benefits, including membership in the Florida Retirement System, optional enrollment in a subsidized Health insurance plan, optional enrollment in Life, Dental, and Disability insurance plans, and paid \$25,000 term life insurance. For more information on the benefits available to State of Florida employees, visit <http://www.myflorida.com/mybenefits/>.

HOW TO APPLY: Submit a cover letter, resume in pdf format, and current State of Florida application to:

2DCA_HR@flcourts.org and note **ADMINISTRATIVE ASSISTANT II** in the subject line of your e-mail.

All offers of employment will be conditioned upon a satisfactory criminal history check.

Equal Opportunity Employer: We do not discriminate on the basis of race, religion, color, sex, age, genetic information, national origin, or disability.

Florida Relay Service (Voice) 800-955-8770, (TDD) 800-955-8771.